

2.4 SECRETARY

As stated in the bylaws (Article IV. Officers, Section 2D):

“The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings, to distribute notices of Chapter and Advisory Council meetings, to publish annually a list of all committee members and chairs, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.” By current practice, the President prepares the notices of meetings as well as the roster of officers and committee chairs.

General Information

The Secretary is an elected officer serving a term of one year. Duties are assumed at the beginning of the June meeting with the incoming Secretary taking minutes at the June meeting. The Secretary is a voting member of the Advisory Council.

Responsibilities of the Secretary

- I. Minutes
 - A. Record, prepare, and distribute minutes of Group Business meetings.
 1. Include corrections to previous minutes in the approval of the minutes section of subsequent minutes.
 2. List handouts distributed at the meeting at the end of the minutes.
 3. E-mail a copy to the Advisory Council members, if requested.
 4. Make photocopies to distribute at the next Business meeting.
 5. Send copy of minutes to Newsletter editor for redaction in the newsletter (see MLGSCA Manual-Section 2.1,IIIE)
 6. E-mail approved minutes to Webmaster to be mounted on the web site.
 - B. Record, prepare, and distribute minutes of the Advisory Council meetings.
 1. Prepare sign-in sheet, an alphabetical list of Advisory Council members, for each meeting.
 2. Include corrections to previous minutes in the approval of minutes section of subsequent minutes.
 3. List handouts distributed at the meeting at the end of the minutes.
 4. E-mail a copy to the Advisory Council members, if requested.
 5. Make photocopies to distribute at the next Advisory Council meeting.
 - C. Bring to meetings minutes or correspondence that might be needed by the Officers or Committee Chairs for reference or for conducting business.
- II. Correspondence
 - A. Issue official correspondence as directed.
 - B. Maintain supply of MLGSCA stationery and envelopes for Officers and Committee Chairs.
 1. Stationery has been used for:
Correspondence (Officers/Committee Chairs)

CE Certificates (CE/Program Committee)

Exhibitor's announcements (Joint Meeting Committee)

2. Stationery has been purchased from Marina Graphic Center Inc.:

Mike Locano

Marina Graphic Center, Inc.

12901 Cerise Avenue

Hawthorne, CA 90250-0552

(310) 970-1777 Fax: (310) 263-0605

Note: Remind Marina Graphics to correct accounting information so invoice is submitted to appropriate person/place and stationery is delivered to current Secretary.

3. Bring stationery and envelopes to Advisory Council Meetings for distribution as needed.
4. There is now an electronic version of the letterhead, which is available to Advisory Council members. The secretary will email the file to those members requesting it.

III. Budget

- A. Submit Budget Request form to Treasurer in July, estimating the following suggested budget categories for the upcoming year:
 1. Postage and shipping
 - a. Correspondence
 - b. Mailing stationery to officers/committee chairs
 2. Printing of stationery (MLGSCA letterhead and envelopes)
 3. Photocopying (Minutes)
 4. Supplies
 - a. Envelopes for mailing stationery
 - b. Mailing labels
 5. Telephone
 6. Travel
- B. Include a summary of the previous year's expenditures and other budget information in the June Annual Report to aid the incoming Secretary in preparing the next year's Budget Request Form.

IV. MLGSCA Manual

- A. Review and revise Secretary's section.
 1. Give electronic and paper version to incoming Secretary and Officer responsible for updating the entire manual.
- B. Contact appropriate Officer or Committee Chair with suggestions for revisions to other sections.

V. Annual Report -- Prepare annual report to include the following:

- A. List of MLGSCA Officers
- B. List of programs sponsored by MLGSCA including dates of meetings, places, program topic, speaker
- C. List of dates and locations of Business meetings for which minutes were taken
- D. List of dates and locations of Advisory Council meetings for which minutes were taken

- E. Budget information including expenditures for the past year and projections or estimates for the next year
- VI. Records Management
 - A. Maintain Secretary's notebook containing:
 - 1. Advisory Council Members - List of Officers and Chairs
 - 2. Secretary's Annual Reports (retain 2 years)
 - 3. Annual Reports of Officers/Committee Chairs - optional
 - 4. Archives - Guidelines for submission (replace as superseded)
 - 5. Budget - Proposals/Budget Request form (retain 1-2 years)
 - 6. Budget - Expenses (retain 1-2 years)
 - 7. Bylaws and Changes (replace as superseded)
 - 8. MLGSCA Manual - Secretary's section (replace as superseded)
 - 9. Minutes of the Advisory Council meetings (retain 2 years)
 - 10. Minutes of the Group Business meetings (retain 2 years)
 - 11. MLGSCA Newsletters - optional (retain 1 year)
 - B. MLGSCA Manual (Manual of Policies and Procedures for Advisory Council Members (replace as superseded)
 - C. Deposit with the Archivist (at June Transition meeting)
 - 1. Minutes of the Advisory Council meetings (originals)
 - 2. Materials distributed at the Advisory Council meetings (copies)
 - 3. Minutes of the Business meetings (originals)
 - 4. Materials distributed at the Business meetings (copies)
 - 5. Secretary's annual report (original)
 - D. Deposit with the Archivist (when collected) one copy of each of the previous year's annual reports (copies).
 - E. Coordinate, with Immediate Past-President, the collection of information for, and the preparation of, the MLGSCA Log of Motions and Actions.